

-JOB POSTING NOTICE (EOE)-

CLOSING DATE: 03/26/15 (4:30 PM)

STATE JOB TITLE: ADMIN SPECIALIST II			STATE JOB CLASS: AA50	
BAND: 03	SALARY RANGE	\$ 021484 - \$ 039754	SPECIAL INCENTIVE: NO	
LEVEL: C	SALARY RANGE	\$ 023237 - \$ 036774	SCEIS POSITION #: 61018790	

DESCRIPTION OF DUTIES:

INPUTS AND MONITORS INMATE DISCIPLINARY SYSTEM (CRT) TO ENSURE TIMELY PROCESSING OF ALL INMATE DISCIPLINES. PREPARES AND SERVES VARIOUS DISCIPLINARY OFFENSE REPORTS, AND OPERATES WORD PROCESSOR, ETC. SCHEDULES MAJOR AND MINOR DISCIPLINARY HEARINGS AND COORDINATES WITH STAFF AND COUNSEL SUBSTITUTES. RECORDS DISCIPLINARY HEARINGS, ENTERS DISPOSITIONS (CRT) AND MAKES APPROPRIATE DISTRIBUTION OF CASE DOCUMENTATION. ENSURES SANITATION STANDARDS IN WORK AREAS ARE MAINTAINED. PERFORMS OTHER RELATED GENERAL OFFICE MANAGEMENT DUTIES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING